

Right-of-Way / Easement Checklist:

A complete easement package must be submitted to Property Management along with the initial plan review submittal.

1. If any or all of the water mains are to be in dedicated ROW not currently shown on Denver Water's E-Map the following is required;
 - The recorded plat or proof of street dedications.
2. If any or all of the water mains are to be in private property a complete easement package is required, per chapter 4 of the Engineering Standards.

For Inside Denver and Total Service the following are required:

- A letter of request that Denver Water accepts the proposed easement, providing the name of the property owner (grantor) and the person(s) authorized to sign or a statement of authority.
- Two original signed and sealed written legal descriptions with closure sheets.
- AutoCAD file of easement exhibits in compliance with CAD Standards and Engineering Standards' specifications. (separate disk from water plan submittal)
- Electronic file of the Title Commitment with legal description of the easement area only with hyperlinks to the referenced B-2 exceptions – a commitment for the entire property or for fee simple conveyance is not acceptable. The title commitment date must be within 6 months.
- An exceptions map showing the proposed water line easement and all plotted exceptions.
- A copy of the overall site plan if available or overall utility.
- A copy of the recorded or unrecorded plat if available and/or applicable or ASCM.

For Read and Bill and Master Meter Areas the following are required:

- AutoCAD file of easement exhibits in compliance with CAD Standards and Engineering Standards' specifications and a Copy of the fully executed and recorded easement agreement on Denver Water's standard form. A Denver Water review of the documents prior to recording is recommended.

Incomplete easement packages will not be accepted and the package returned.